



CITY OF MIAMI SPRINGS
BUILDING, ZONING & CODE ENFORCEMENT DEPT.
201 Westward Drive
Miami Springs, FL 33166

Tel: 305-805-5030
Fax: 305-805-5036

CONTRACTOR REGISTRATION CHECKLIST

- _____ COPY OF STATE OF FLORIDA LICENSE OR CERTIFICATE OF COMPETENCY
- _____ COPY OF DADE COUNTY OCCUPATIONAL AND OR MUNICIPAL LICENSE
- _____ CERTIFICATE OF INSURANCE FOR GENERAL LIABILITY
- _____ WORKMEN'S COMPENSATION INSURANCE OR EXEMPTION FROM STATE OF FLA.

PLEASE NOTE: HAVING AN UNDERSIZED LOT (LESS THAN 75 FT WIDE) WILL REQUIRE A VARIANCE APPROVAL BY THE BOARD OF ADJUSTMENT PRIOR TO PERMIT SUBMITTAL.

BUILDING PERMIT DOCUMENT CHECKLIST

- _____ PERMIT APPLICATION SIGNED & NOTARIZED BY PROPERTY OWNER & CONTRACTOR (IF APPLICABLE).
- _____ TWO SET OF PLANS OR DRAWINGS- PER F.B.C., FLOOR PLAN, ELEVATION, FDN, ETC. AT SCALE $\frac{1}{4}$ "=1'-0" DETAILS AND SECTIONS AT $\frac{3}{4}$ "=1'-0" SCALE.
- _____ TWO SET OF STRUCTURAL CALCULATIONS.
- _____ TWO CURRENT SURVEYS OF PROPERTY, NO MORE THAN ONE (1) YEAR OLD (1 HAS TO BE SIGNED AND SEALED BY CERTIFIED LAND SURVEYOR).
- _____ THREE CERTIFICATES OF ELEVATION (SIGNED AND SEALED BY CERTIFIED LAND SURVEYOR).
- _____ ZONING AFFIDAVIT (SIGNED AND NOTARIZED BY PROPERTY OWNER)
- _____ THREE SETS OF ENERGY CALCULATIONS AND HEAT LOAD CALCULATIONS (SIGNED & SEALED BY AN ARCHITECT/ENGINEER).
- _____ TWO SETS OF DADE COUNTY PRODUCT CONTROL NOTICE OF ACCEPTANCE LETTER WITH MANUFACTURER'S SHOP DRAWINGS FOR: SHEDS, WINDOWS, EXTERIOR DOOR, ALUMINUM ROOFS, SHUTTERS, SCREEN ENCLOSURE, AWNING, SKYLIGHT, ABOVE-GROUND POOL, GLASS BLOCK, GARAGE DOOR, WOOD CONNECTORS, AND MULLIONS.
- _____ OTHER AFFIDAVITS: POOL SAFETY BARRIER, WOOD FENCE, DRIVEWAY COVENANT, SURVEY AFFIDAVIT.
- _____ D.E.R.M. APPROVAL LETTER.
- _____ FIRE DEPARTMENT APPROVAL FOR COMMERCIAL CONTRUCTION .

NOTE: EVERYTHING CHECKED OFF MUST BE SUBMITTED AT TIME OF SUBMITTAL. THESE ARE THE PRELIMINARY REQUIREMENTS FOR SUBMITTAL. THE PLANS WILL BE REVIEWED BY THE APPROPRIATE INSPECTORS AND FURTHER INFORMATION MAY BE REQUIRED BEFORE FINAL APPROVAL.